

**CITY OF VACAVILLE BUILDING DIVISION
SUBMITTAL CHECKLIST**

Name of Project _____ Project #: _____

Address/Location _____

Contact Person _____ Phone Number _____ Fax Number _____

CONTACT the City Planner at (707) 449-5140 and obtain approval prior to completing the items on this submittal checklist.
Note: Grading & Underground required prior to shell permit

Submittal Requirement	NON-RESIDENTIAL (Commercial or Industrial) NEW BUILDINGS & ADDITIONS	# Plans Received	Date Received	Received By
8 Sets 3 Sets Landscaping	PLANNING DIVISION APPROVAL REQUIRED PRIOR TO SUBMITTAL BUILDING PLANS - { } 2 sets must be stamped & signed by a licensed architect or engineer { } Site drawings, to include property lines and easements { } Civil drawings include landscape berming { } Plans shall incorporate the California Fire Code; be designed to meet the most current standards of NFPA 20, 24; meet the Public Works City of Vacaville standards { } Architectural { } Structural { } Plumbing, including isometric { } Photometric Plan { } Electrical including single line diagram, main panel, subpanel and all home runs { } Mechanical { } Landscape & irrigation drawings, stamped and signed by a licensed landscape architect or contractor { } Code Analysis Section { } Forms ENV1, MECH1 & LTG1 { } Storm Water Pollution Prevention Plan (more than 5 acres)			
1 copy	APPROVAL LETTER from SOLANO COUNTY HEALTH DEPT (I.E. Restaurants) – Contact Solano County Resource Mgmt. at 784-6765 for requirements. (Typically require 2 or more sets)			
2 Sets	SPECIFICATIONS - Omit if included in plans			
2 Sets	STRUCTURAL CALCS - Stamped & signed by a licensed engineer or architect.			
2 Sets	TRUSS CALCS - Including connection details. Stamped and signed by a licensed engineer.			
2 Sets	ENERGY CALCS - Include all required compliance forms and work sheets.			
2 Sets	SOILS REPORT - Stamped & signed by a licensed soils engineer.			
1 Letter	FROM SOILS ENGINEER - Stating that he has been retained for observation of engineered fill.			
2 Copies	MSDS SHEETS & QUANTITIES of chemicals used or stored on the premises (if applicable)			
2 Copies	MANUFACTURERS INFORMATION BOOKLETS for hoods and other kitchen equipment (if applicable)			
2 Copies	APPROVAL LETTER - From Planning (i.e. Design Review, CUP)			
1 Original	CONTINGENT REIMBURSEMENT FORM			
1 Original	SCHOOL DEVELOPMENT FEE FORM (Fee must be paid prior to permit issuance)			
1 Letter	FROM PG&E - Giving approval if grading in their right-of-way.			
1 Each	AIR QUALITY MANAGEMENT DISTRICT SURVEY FORM			
1	SEPARATE FIRE DEPARTMENT PERMIT FEE - Underground Fire Pipe Plan Review, Inspection, Testing and Final Fee (Sprinkler Plancheck will be a separate Plancheck and Permit Fee)			
1	PLAN CHECK FEE (as per fee schedule)			
1 Form	OWNER/BUILDER VERIFICATION			
1 Each	BUILDING PERMIT APPLICATION (include contract amounts)			